

# WATERS-MOSS HOLIDAY BAZAAR 2015

## INFO, RULES AND REGULATIONS

Thank you for your interest in the Home-Based Business Bazaar! Please take a few minutes to read these important rules and information. If you would like to participate, please fill out and return the Vendor Application and return with payment in full.

- The Home-Based Business Bazaar takes place on Sunday, November 22, 2015 at Waters-Moss Conservation Area, specifically the Hillcrest Community Center (1907 Hillcrest Drive) and the Moss Building (1905 Hillcrest Drive). It is open to the public from 11am-3pm.
- Set up for the event begins at 9:00am the day of the event. Vendors must be completely set up and ready to start when the doors open to the public at 11:00am. Everything must be removed and out of the building no later than 4:30pm.
- Vendors may be a consultant of a direct sales type home-based business company, or other home-based business such as handmade items or items embellished by the artist. No commercial companies, please.
- Only one booth per company represented will be allowed (for example, once we have a confirmed *Tastefully Simple* booth vendor, we will not allow another).
- Vendor booths are reserved on a first come, first serve basis in the order applications with full payment are received. If you'd like to check with us first to see if we still have an opening for your particular company, please email [crdins@gocolumbiamo.com](mailto:crdins@gocolumbiamo.com) or call (573) 874-6341. Booth spaces will be assigned. Vendor may not change location of assigned booth space.
- Vendor Application and full payment must be received in order to reserve a booth. Payment can be made in person at Hillcrest Community Center. If mailed, date envelope is postmarked will be used to determine order. Full fax, email, mailing, and payment instructions can be found toward the bottom of the application. You will receive a confirmation via email if your application has been approved.
- Booth includes 8'x8' space and one 6'x30" table, if requested. Additional tables are \$5. Chairs will be available, but will need to be retrieved and set up by vendors. Tablecloths are not provided. Vendor may bring their own table and/or display, as long as it does not exceed 8 feet.
- Sale of food items is allowed only if the items are pre-packaged and sealed. Bake sale type items are not allowed. The sale of alcohol is prohibited.
- **All vendors must have a business license to operate in the City of Columbia. If you do not have one, we can obtain a temporary one for you for the cost of \$5.00**
- Vendors are responsible for their own booth and belongings. Please do not leave your booth unattended. We cannot be responsible for lost, stolen or damaged items.
- Please be respectful and courteous to the staff, other vendors and customers. Parks and Recreation reserves the right to ask a vendor to leave if he/she is causing problems or displaying unruly behavior.
- Parks and Recreation does not guarantee the financial success of vendor participation in the event and cannot be held responsible or liable for vendor sales.
- No refunds will be issued for any reason, unless the event is canceled by Parks and Recreation. Parks and Recreation reserves the right to cancel the event in case of extreme inclement weather, or if the minimum number of booth spaces are not reserved.
- Submitting the Vendor Application means you agree to follow all of the rules and regulations for this event.

***The City of Columbia shall not be responsible for any injury or loss that may arise or come to the lessee or exhibitor, or his employees, or his goods for any cause whatsoever while premises are being occupied under this agreement. No insurance will be provided.***

# Holiday Bazaar

Sunday, November 22, 2015, 11am-3pm

Waters-Moss Conservation Area | 1907 and 1905 Hillcrest Drive

## Vendor Application

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Web Site \_\_\_\_\_

Please provide a description of your booth and the items you will be selling.

Use the back of the application if needed. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8' x 8' Booth	\$30 each	X #__booths	= \$ _____ Total
Temporary Business License Needed?	Circle One:	No: +\$0	Yes: + \$5
6'x30" tables requested (Circle One)	0 Tables Needed : No additional Cost	1 Table: No additional Cost	Two Tables: + \$ <u>5</u>
Electric Required (Circle One)		YES	No
Chairs Will be available on site, but will not be pre-set up in your space		TOTAL ENCLOSED:	\$ _____

**Tablecloths are not provided. Sponsoring organization does not guarantee the financial success of vendor participation in the event, and cannot be held responsible or liable for vendor sales.**

**CHECK:** Columbia Parks & Recreation and include driver's license number and date of birth on your check.

**EXACT CASH:** Accepted at Hillcrest Community Center (1907 Hillcrest Drive)

**CREDIT CARD:** VISA/MC/DISCOVER - Call us at (573) 874-6341 or visit us at the above address. If paying by phone, please **mail** (below), **fax** (573) 874-5232, or **email** (CRDINS@GOCOLUMBIAMO.COM) your completed application.

**Mail to:** Columbia Parks and Recreation, Attn: Holiday Bazaar P.O. Box 6015, Columbia, MO 65205

**Please read and sign the personal release statement that follows:**

Personal Release Statement: I understand that the registered activities and services may have an element of hazard or inherent danger and I take full responsibility for my actions and physical condition. I agree to indemnify and hold the City of Columbia and its employees from any liability loss, cost or expense (including attorney fees, medical and ambulance cost) that I may incur while participating in the Home-Based Business Bazaar. Participants involved in Columbia Parks and Recreation program may be photographed and such photographs may be used to publicize City activities.

Signature \_\_\_\_\_ Date \_\_\_\_\_